

JOB OPPORTUNITY

Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications
for
Court Interpreter Series

All applications must be received by:

POSITION SUMMARY:

Court Interpreters serve as certified staff interpreters who interpret legal proceedings for non-English speaking persons involved in court matters in accordance with regulations established by the Office of Court Interpreters (OCIS). The position title above the entry level requires the performance of more complex and varied work. Employees are hired at the entry level position title and are eligible for reclassification to the higher level position title within this series consistent with the specifications for the higher level position title. The position title reverts to the entry level when there is a vacancy.

ORGANIZATIONAL LEVELS:

Court Interpreter I: This is the entry level position within this series. Employees are expected to perform the full range of entry level duties and to train for the next higher level

Court Interpreter II: This is the second level position title within this series. Employees are expected to perform higher level duties which require more knowledge of policies and procedures and to exercise more independent judgment.

MAJOR DUTIES:

Court Interpreter I Duties:

Interprets simultaneously and consecutively for defendants, witnesses and victims in court, for persons seeking assistance in court or from Probation Officers, for persons filing petitions, for prosecutors and for defense attorneys in interviewing defendants, witnesses, parents, plaintiffs or victims, and for persons completing forms as specified in section 8.01 of the Standards and Procedures of the OCIS.

Produces initial drafts of translations of official forms, documents, public signs, letters and correspondence and other written material from English into a specified foreign language and vice versa as needed by OCIS.

Attends ongoing training provided or funded by OCIS or the Trial Court as part of continuing education requirements.

Maintains records of interpreting and translating activities.

Must be willing to travel to the various divisions of the Trial Court as determined by the Manager, Court Interpreter Services.

Performs related duties as required.

Court Interpreter II Duties:

Translates and review translations of official forms, documents, public signs, letters and correspondence and other written material from English into a specified foreign language and vice versa as needed by OCIS.

Oversees the activities of all interpreters assigned to them by OCIS, including supervising their interpreting and translating activities within his/her work unit.

Performs linguistic evaluations of per diem interpreters assigned to them by OCIS, including determining deficiencies, progress and training needs.

Performs various training activities, including determining subjects/topics for training, developing training materials and serving as a trainer.

Performs various public relations activities such as addressing other agencies.

SUPERVISION RECEIVED:

Receives moderate supervision from the Manager, Court Interpreter Services in performing duties that are carried out in accordance with the Code of Professional Conduct for Court Interpreters and the Personnel Policies and Procedures of the Trial Court.

POSITION REQUIREMENTS:

Bachelor's degree in a human services field, plus a minimum of four (4) years experience in legal, technical, medical, literary translation and/or interpretation, or an equivalent combination of education and experience.

Ability to interpret in the simultaneous mode and the consecutive mode in court related proceedings.

Ability to maintain accurate and timely records including, but not limited to, data entry and collection of data. Will generate monthly or other reports as needed.

Ability to establish work priorities and to work independently.

Ability to serve the public and others with business before the court in a courteous and professional manner.

Excellent communication skills, including the ability to perform work and communicate

in a highly visible and public setting.

Ability to travel to court locations. Must have a valid Massachusetts Driver's License or possess or have access to other reliable methods of transportation.

Must be familiar with the Massachusetts Trial Court.

SPECIAL REQUIREMENTS:

Fully proficient in English and a foreign language (Portuguese or Spanish). Cross-culturally aware. Applicants are required to pass the State Court Interpreter Certification test as a pre-requisite for appointment to this position. Certification pursuant to Massachusetts General Laws, Chapter 221C through the Office of Court Interpreter Services is an absolute requirement.

SALARY RANGE:

A completed Trial Court Application for Employment and resume should be forwarded to:

Applications for Employment can be obtained at any court location, administrative office or may be downloaded from the Trial Court Internet web site at www.jud.state.ma.us.

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER